

ARTS & CULTURE COORDINATOR – Tempe Community Arts

This recruitment is open until the position is filled or a sufficient number of applications have been reviewed to establish a qualified candidate pool.

First review of applications will occur on January 3, 2022

Or

This recruitment is open for two weeks. Applications will be reviewed until a sufficient qualified candidate pool has been established.

Salary Range:

Arts & Culture Coordinator: \$59,116/yr. min. - \$79,807/yr. max.

Department / Division:

Community Services/ Arts and Culture

Job Type:

Full-Time Regular

Schedule:

8:00 a.m. to 5:00 p.m.; Monday through Friday

The City of Tempe participates in the Arizona State Retirement System (ASRS) Defined Benefit plan with mandatory employer and employee contributions currently at 12.22% (12.41% effective July 1, 2021). ASRS pension plan includes a Long-Term Disability Benefit. We also offer a comprehensive benefits package including vacation, sick leave, holiday and short-term disability. Our employees have generous insurance options for medical, dental, vision and life. For more details, visit:

<https://www.tempe.gov/government/internal-services/human-resources/careers/benefits-summary>

Tempe Community Arts Coordinator

The Community Arts Coordinator is a leading member of the Community Arts team for successful event and program execution. The Community Arts Coordinator will coordinate and oversee outbound events in diverse locations in Tempe, launch community driven initiatives, neighborhood activations and residencies, and organize and facilitate community arts programming that is inclusive, accessible and engaging for all ages and abilities. The Community Arts Coordinator recruits, trains and supervises event staff, artists and volunteers, manages contracts and collaborates with artists, teachers and local arts groups, and coordinates the preparation of marketing related to the Community Arts programs.

MINIMUM QUALIFICATIONS

Work Experience:

Three years of experience in the organization, coordination and implementation of performing arts events in public spaces and/or related arts programs in community settings.

Years of experience are based upon a full-time work schedule (2,080 hours per year). The sum of an applicant's full-time and/or part-time qualifying work experience must meet or exceed the stated minimum qualification.

Education will not substitute for the required work experience; however, related unpaid and/or volunteer work experience may be used as qualifying work experience.

Education:

Equivalent to an Bachelor's Degree from an accredited college or university with major course work in performing arts, fine arts, arts administration, community engaged practice, or a degree related to the core functions of this position.

The term "equivalent" means that directly related work experience exceeding the required work experience will substitute in equal time increments for college-level education, for example: one year of additional directly related work experience will substitute for one year of college education (30 credit hours).

Certifications, Licenses, and/or Registrations:

None

ADDITIONAL REQUIREMENTS

Applicants considered for this job classification must pass the following:

- Criminal history background investigation

ESSENTIAL FUNCTIONS

For a complete list of City of Tempe job descriptions go to:

<https://www.tempe.gov/government/internal-services/human-resources/careers/job-descriptions#LtrT>

This position is FLSA Exempt which means employees are not eligible for overtime compensation and/or compensatory time.

Employees in this position are represented by the United Arizona Employees Association (UAEA).

EQUAL EMPLOYMENT OPPORTUNITY: *The City of Tempe is an Equal Opportunity / Reasonable Accommodation employer. The City does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, the City will make a reasonable accommodation(s) during the recruitment & selection process. Persons with a disability may request a reasonable accommodation by contacting Human Resources at 480-350-8276. Requests should be made as early as possible to allow time to arrange the accommodation.*

All applications must be submitted online.

<https://www.tempe.gov/government/human-resources/careers>

Go to [tempe.gov/jobs](https://www.tempe.gov/jobs), under "Regular Recruitments" click "View Recruitments Available" then "View All Jobs" and scroll to this job post.